

**APPEAL PROCESS FOR DISQUALIFICATION OF APPLICANT FOR ADMISSION TO EXAM
UNDER CIVIL SERVICE RULES**

If you wish to appeal your disqualification admission to an Exam, you must submit your request in writing to the Director of Human Resources in accordance with Civil Service Rules. Identify the position for which you were disqualified and clearly state the basis for your appeal. Appeals must be postmarked or email within 10 days from the date of the letter in which you were notified of your disqualification. Appeals will not be accepted over the phone or verbally in person.

If submitting an appeal via email, please send to Kbottoni@stamfordct.gov and state in the subject line of the email **APPEAL OF DISQUALIFICATION**. If submitting a letter via mail or in person the letter should be addressed to Clemon Williams, Director of Human Resources, City of Stamford, 888 Washington Blvd. Stamford, CT 06901. Please indicate in the subject line of the letter **APPEAL OF DISQUALIFICATION** and include the specific position. For example, **APPEAL OF DISQUALIFICATION FOR CUSTODIAN EXAM**.

Please note that if the Director confirms your disqualification, you can appeal to the Personnel Commission in accordance with 7.1.C. below.

Civil Service Rule: 7.1 Appeal From Disqualification of Applicant

- A. Any applicant, whose application for admission to an open competitive or promotional examination is rejected by the Director, may make a written request for a review ten (10) days from the date specified on the notification of disqualification. All requests shall be directed to the Director for reconsideration of the applicant's qualifications.
- B. If the Director confirms the rejection, the disqualified applicant may make a written appeal to the Personnel Commission within ten (10) days from the date of notification.
- C. Appeals will be heard by the Personnel Commission and shall be limited to a review of the candidate's ability to meet the stated minimum qualifications for admission to an exam, only on the basis of information submitted to the Human Resources Department prior to the Personnel Commission appeal.
- D. An applicant may only appeal disqualifications under section 5.3(A)(1), (4), (5), (6), or (8), to the Personnel Commission.
- E.
 - 1) The Director may allow an applicant to be admitted to an examination pending appeal.
 - 2) The applicant's examination papers will not be scored unless the appeal is upheld by the appropriate authority.
 - 3) In the event the appeal is denied, the examination will not be scored nor can the examination papers be reviewed by the candidate.

ALL APPEALS MUST BE SUBMITTED IN WRITING AND WITHIN THE STATED TIME PERIOD.

NO VERBAL APPEALS WILL BE TAKEN BY PHONE OR IN PERSON.